

State Library Construction Grant Documents

Certification of Application. The chair of the governing body of a county; the governing body of a municipality; or the governing body of a special district or special taxing district that will own or have unconditional use of the building to be constructed, expanded, or remodeled must sign the Certificate of Application.

1. An ordinance, an adopted and certified resolution, or an approved agenda item from the governing body of the county, municipality, special district or special taxing district including:
 - a. Authorization for submission of the application;
 - b. Name or position title of person authorized to sign the application and provide required certifications;
 - c. Assurance that the required match of a dollar for dollar of the grant request will be available and unencumbered at the time of grant award;
 - d. Assurance that funding is sufficient and will be available in order that the project will result in a completed library building;
 - e. Assurance that upon completion of the project, sufficient funds will be available to operate the facility; and
 - f. Assurance that the building will be used exclusively for the public library purposes for which constructed or altered, and submit proposed changes in use to the Division for approval if within 20 years of the completion of the construction project.

The other documents required by the grant application will be prepared and compiled by staff. These are:

2. Copy of documents that establish the library, such as a contract, resolution, or ordinance of the government. A copy of the interlocal agreement(s) for library cooperatives and multicounty libraries may be used to meet this requirement.
2. A narrative description of the construction project prepared and signed by a professional library staff member who has completed a library education program accredited by the American Library Association. The narrative statement must describe:
 - a. How the building will function in a currently established multicounty, county, or municipal library. This includes, but is not limited to, programs, services, and governance;
 - b. How the construction project will contribute to new or improved services in the area it will serve; and
 - c. The effects of staffing, maintaining, and costs of operating the proposed facility.
3. A detailed written building program, prepared and signed by a professional librarian, who has completed a library education program accredited by the American Library Association, functioning as a building consultant. The professional librarian

functioning as the building consultant may be a library staff member. The building program must include:

- a. A brief overview of the library including a historical perspective, mission and goals (or roles) of the library;
- b. A description of how library functions relate to each other in terms of space, including a description of patron use and work flow patterns; and
- c. Projection of future needs based upon anticipated future demographics.

The 1996 building program for the Lake Jackson Branch will be updated by the consultant that produced the original building program.